



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
CHIEF ADMINISTRATIVE OFFICER

September 2, 2005

MEMORANDUM FOR: Assistant Administrators
Deputy Assistant Administrators
FROM: *William F. Broglie*
William F. Broglie
SUBJECT: NOAA Employees Affected by Hurricane Katrina

We are aware that a number of NOAA employees (and families) have been personally affected by the impact of Hurricane Katrina—specifically with the loss of their housing and belongings. While our initial efforts have been focused on identifying that our employees are in fact safe and accounted for, we want to turn our attention to the issues of available shelter and housing for employees and their families.

We want to allow the Line Office, and their manager responsible for employees at an affected location, to manage each of these unique situations based on the specific circumstances present at that site and with that employee. For example, if an employee (and family) have lost their housing, and can be temporarily paired up with another employee who has housing available, or short-term housing can be found locally, then we would encourage this to be handled locally by the Line Office rather than at a corporate level.

We have contacted the American Red Cross and have obtained the following phone number to identify the nearest available housing/shelter and/or to provide other assistance:

1-866-438-4636
1-866-GET-INFO

If there are situations that cannot be addressed locally, or by the Line Office, we would encourage the local manager to identify the problem and need, and bring the issue to attention of **Jim Faulkner (301-713-4477; x 133)**, a member of the administrative services response team we established to address current and emerging issues involving personnel, acquisitions, and facilities. Since our number will not be staffed 24x7, we will be unable to provide immediate assistance/solutions—these are best dealt with through the number above. We will be providing support to Jim in addressing these issues; and are looking at potential assistance from the employee assistance program as well.

Please provide your leadership in the field with this information. Please also feel free to contact any of us directly with any concerns or suggestions for improvement.

